



---

## Field Education Syllabus And Steps for Enrollment Spring Semester 2024

**Dr. Scott Laird**  
Director of Field Education  
Harding School of Theology  
1000 Cherry Road, Memphis, TN 38117

**Phone:** 406-781-2189 (please leave a message)  
**Email:** [slaird@harding.edu](mailto:slaird@harding.edu)

### COURSE DESCRIPTIONS

**BMIN 5720 PRACTICUM I:** This one-semester practicum assumes the completion of considerable ministry coursework. It is primarily for those with little or no experience to apply their classroom learnings and improve discernment of ministry calling and gifts. It is best taken when the student is at least halfway through the degree program. The practicum is an agreement between the ministry setting (church, urban mission, campus ministry, etc.), the student and the HST director of field education. The student will receive ongoing local and faculty supervision and will periodically engage in online peer interaction. Contact Dr. Scott Laird, Director of Field Education, for guidance in developing a practicum experience. Grade: S/U.

**BMIN 5701-5703 APPRENTICESHIP IN MINISTRY 1-3:** The Apprenticeship in Ministry is a one-year intensive, on-the-job program in a ministry setting where the student works in ministry half-time and is at least a half-time student. It is an option for fulfilling the field education requirement in either the MACM or M.Div. degree program and must be approved by the field education director. If approved, the student earns three hours of academic credit in three consecutive one-credit blocks during a calendar year: BMIN 5701, BMIN 5702 and BMIN 5703. Apprenticeships are established as an agreement between the ministry setting (church, urban mission, campus ministry, etc.), the student and the HST director of field education. The student will receive ongoing local and faculty supervision and will periodically engage in online peer interaction. Contact Dr. Scott Laird, Director of Field Education, for guidance in developing an apprenticeship. Grade: S/U

**DEGREE OUTCOMES:** This course contributes to the following objectives for students in the Master of Divinity and Master of Arts in Christian Ministry:

#### **Master of Divinity**

- Be able to integrate the scriptures and theological tradition with diverse contemporary cultural contexts
- Evidence a love for God and others and a personal commitment to spiritual formation
- Be able to communicate effectively in written, oral, and multi-media forms
- Demonstrate knowledge and competencies associated with providing ministerial leadership for churches and communities
- Develop and implement a project where you interact with individuals in your church or ministry situation
- Develop and implement a project that has an ongoing impact for your personal ministry and/or the ongoing ministry of your church or ministry situation
- Evaluate your practicum with WIN
  - What went WELL
  - What can IMPROVE
  - What will be done NEXT time

### **Master of Arts in Christian Ministry**

- Become a leader in their ministry specialization within the broader range of ministry and the broader social context in which they minister
- Evidence a love for God and others and a personal commitment to spiritual formation
- Gain an understanding and skills for leadership in their area of specialization
- Develop and implement a project where you interact with individuals in your church or ministry situation
- Develop and implement a project that has an ongoing impact for your personal ministry and/or the ongoing ministry of your church or ministry situation
- Evaluate your practicum with WIN
  - What went WELL
  - What can IMPROVE
  - What will be done NEXT time

**COURSE OUTCOMES:** Outcomes will be determined through the individual Field Education Agreement tailored to the student's ministry opportunities and giftedness.

### **Accessibility**

HST professors are accessible to local and distance students. Please use the following to arrange appointments with me (in person or by phone):

Email: [slaird@harding.edu](mailto:slaird@harding.edu)

Phone Number: (406) 781-2189 Please leave a message.

### **Credit Hour Workload**

For every course credit hour, the typical student should expect to spend at least three clock hours per week of concentrated attention on course-related work, including but not limited to time attending class, as well as out-of-class time spent reading, reviewing, organizing notes, preparing for upcoming quizzes/exams, problem solving, developing and completing projects, interaction with practicum participants and other activities that enhance learning. Thus, for a three-hour course, a typical student should expect to spend at least nine hours per week dedicated to the course.

### **Textbooks**

Textbooks can now be ordered through a link on the [HST website](#). The Textbooks tab can be viewed on the navigation bar on any page of the website. Check the book list provided under the Textbooks tab (<http://hst.edu/students/textbook-services/>) for correct ISBN's and editions to insure correct ordering. A link provided there will take you to Amazon where you will only need to enter the ISBN to order your books.

### **Students with Disabilities**

It is the policy of Harding University to accommodate students with disabilities, pursuant to federal and state law. Any student with a disability who needs accommodation should inform the instructor at the beginning of the course. Students with disabilities are also encouraged to contact Steve McLeod, the Associate Dean, at 901-761-1353.

### **Library Resources**

If you have not taken 5990 (Advanced Theological Research) or took it more than a year ago, go to the HST Web site ([www.hst.edu](http://www.hst.edu)) for information concerning library services to students. Under the "library" tab you will find a link to and instructions for searching the HST online catalog. There are also instructions for using the following databases available through the library: OCLC FirstSearch, EBSCOhost, Infotrac, and [Religious and Theological Abstracts](#). Contact the library for passwords to these databases. Also available are the research guides distributed in 5990. These annotated bibliographies list basic tools you will find helpful in your research.

### **Academic Integrity**

Academic dishonesty in all its forms is inconsistent with Christian faith and practice and will result in penalties which could include a failing grade for the assignment, a failing grade for the course, dismissal from the course, and even dismissal from the school.

**Communication with the Class:** Harding University gives each student an email address that also utilizes your username. For example, the instructor's email address is [slaird@harding.edu](mailto:slaird@harding.edu). Many students use other email addresses as their preferred contact. You can set your Harding G-mail account to forward messages to an alternative email address if you want; however, **it is your responsibility to check your Harding email account regularly because this is the official Harding email address to which all Harding-related email will be sent.**

## **COURSE REQUIREMENTS**

---

**Field Education Agreement:** An agreement must be developed BEFORE a student may register for Field Education Experience. See the blank copy sample/guide at [Field Education & Practicum – Harding School of Theology \(hst.edu\)](#). *Do not change the font, formatting, wording or order of this agreement.*

**Required Readings:** There are no universally required readings for this course, although your faculty coordinator may assign readings which are due at various checkpoints during the semester. Only 20 hours of readings may be counted toward a 3 credit/120-hour practicum, and only 6 hours toward a 1 credit/40-hour practicum.

**Meetings with the Faculty Coordinator:** Students will have a Faculty Coordinator from the HST ministry faculty and will meet one-on-one (phone or in-person) at designated times during the semester for reflection and process of the ministry experiences. These meetings are generally monthly for both 3-credit practicums and 1-credit apprenticeships. Dr. Laird serves as faculty coordinator for all practicums (5720) and most one-year apprenticeships (5701-5703). Most scheduled meetings will last an hour or less, although other meetings may be scheduled throughout the semester.

**Meetings with the Local Mentor:** Students will select a local mentor as part of the Field Education Agreement and will meet with that person in their ministry setting for a minimum of six (6) hours over the course of the semester for direction, processing of experiences, advice, and conversation regarding the activities of the field experience. *The course calendar includes a helpful reminder/schedule.*

**Online Discussions:** Periodic online interactions with Dr. Laird and fellow students are required by students over the course of the semester, even for those who have another faculty coordinator. These will be conducted on Canvas (<https://harding.instructure.com/login>). If you are enrolled in field education, you will enroll for your official course for credit but there will be a generic site set up on Canvas allowing all students in both 3-credit and 1-credit courses to be in one integrated Canvas setting. This integrated site will also be the place for posting assignments.

- You must post a unique contribution to each scheduled discussion, as well as respond to other students. You are required to submit one (1) post and respond to the posts of fellow students by the times designated in the Course Calendar section of the syllabus.
- Dr. Laird will monitor the discussion during the week. In order to receive credit, each post must be (a) on time, (b) on topic, (c) at least 200 words, and (d) of sufficient quality.
- Late submissions to the threaded discussions are the same as “skipping” class, since it does not allow other students to engage your posts in a meaningful timeframe. If the initial post is late, you will be counted absent for that interaction. See the Course Calendar below for specific dates.

**Learning Instruments:** The **Readiness for Ministry Profile**, **Spiritual Gifts Inventory** and **DiSC Profile** must be completed, as each of them factors into how you construct the Field Education Agreement.

1. **Readiness for Ministry Profile:** Students will complete a profile and will have two other people complete each on behalf of the student. The two people must know the student well and be willing to provide honest input, e.g. spouse, good friends, etc. Copies of the profile (pdf) may be found at [Field Education & Practicum – Harding School of Theology \(hst.edu\)](#). The results of this inventory will be used to complete your Field Education Agreement. If you have already submitted this profile in a previous semester, reflect on this instrument again, and include your findings in this semester's Field Experience Agreement, as potential changes in your responses could be a part of your development.

2. **Spiritual Gifts Inventory:** Students will complete the Spiritual Gift Inventory online at <https://gifts.churchgrowth.org/spiritual-gifts-survey/> . Save a .pdf copy. The results of this inventory will be used to complete your Field Education Agreement. If you have already taken this profile in a previous semester, it is not necessary to retake it, but be prepared to submit a .pdf of your results on Canvas at the beginning of the semester (*HST does not keep these on file*).
3. **DISC Profile, Concise Version:** A convenient place to go to complete the DISC Profile is: <http://www.personalityservice.com/portal/RNBM/store>. The cost is \$12.95 (this may change). **Save a .pdf copy.** You are only required to take the Concise Version. *If you have already taken the DISC Profile, it is not necessary to retake it,* but be prepared to submit a .pdf of your results on Canvas at the beginning of the semester (*HST does not keep these on file*).  
**Note:** To help you interpret your DISC results you will find informative articles at [DISC Personality Test | Life and Leadership](#) You may need these as you complete the Field Education Agreement.

**Evals/Time Logs/Journal:** The student and local mentor will collaborate on mid-term and final evaluations of the field experience and submit them to the faculty coordinator on Canvas. As part of this evaluation, the practicum requires accounting for a minimum number of hours – 120 for a 3-hr course (5720 Practicum) or 40 for a 1-hr course (Apprenticeships 5701-5703). You are allowed 12 hours toward this for participation in standard course requirements such as Canvas Online Discussion, Zoom sessions and meetings with the faculty coordinator, but all other hours must be spent in activity directly related to your practicum goals. In the initial Field Education Agreement, you must make an educated guess as to how you will fulfill these hours, and then journal your progress in the Mid-term and Final Evals designated in the Course Calendar below. See the sample Field Ed Agreement at [Field Education & Practicum – Harding School of Theology \(hst.edu\)](#)

**Artifacts:** Artifacts are items produced over the course of the ministry experience that represent your work. Examples are lessons written/taught, sermons preached, reports generated, etc. The student will submit these artifacts on Canvas as part of the Mid-Term and Final Evaluations (please do not submit Artifacts at other times).

**Grade Determination:**

<b>Activity</b>	<b>Points /100</b>
Canvas posting on schedule your finalized/faculty-approved copies of the Field Education Agreement, along with .pdfs of DISC Profile and Spiritual Gifts Analysis	<b>10 points</b>
Meetings with Faculty Coordinator(s) according to schedule	<b>20 points</b>
Participating in the five Canvas Online Discussions. Late responses will lose a point per day late.	<b>20 points (4 per session)</b>
Posting on Canvas the Mid-Term Eval/Time Log/Journal, submitting any related artifacts, and receiving favorable evaluation from Local Mentor (including progress toward meeting with the Local Mentor at least 6 hours during the semester), all according to schedule. Your grade here includes Faculty Coordinator judgment that you are making satisfactory progress toward all goals as outlined in your Field Education Agreement.	<b>25 points</b>
Posting on Canvas the Final Eval/Time Log/Journal, submitting any related artifacts, and receiving favorable final evaluation from Local Mentor (including having met with the Local Mentor at least 6 hours during the semester), all according to schedule. Your grade here includes Faculty Coordinator judgment that you have met all goals as outlined in your Field Education Agreement	<b>25 points</b>
<b>Total points</b> <b>(Satisfactory Grade on S/U scale must be 80/100)</b>	<b>100</b>

## STEPS TO ENROLLING IN FIELD EDUCATION – Spring 2024

---

STAGE 1 – Can be completed before this but by Wednesday, December 27, 2023 through Tuesday, January 2, 2024, complete the following because class begins on January 8, 2024:

**Step 1** – Read the syllabus. A copy may be found at [Field Education & Practicum – Harding School of Theology \(hst.edu\)](https://www.hst.edu/field-education-practicum).

**Step 2** – Consult (via phone) with Dr. Scott Laird, Director of Field Education ([slaird@harding.edu](mailto:slaird@harding.edu)) and your potential faculty coordinator (if not Dr. Laird) to clarify your practicum goals. In most cases, the faculty coordinator for all practicums is Dr. Laird. *You must have this consultation even if you are currently enrolled in an Apprenticeship and wish to continue.*

**Step 3** – Arrange to have a Local Mentor at your ministry context who will oversee your work and meet with you no less than 6 hours during the semester. To help you and this person understand the responsibilities of the Local Mentor, see the Field Education Local Mentor Agreement at [Field Education & Practicum – Harding School of Theology \(hst.edu\)](https://www.hst.edu/field-education-practicum). If your general idea is approved in Stage 1 and you have met prerequisites, you may proceed to Stage 2

STAGE 2 – By Thursday, January 4, 2024:

**Step 4** – In anticipation of your practicum, complete the following profiles.

- *Readiness for Ministry Inventory* - You must complete it yourself and have two others complete it with you in mind. Collect the results and be ready to include this in your Field Education Agreement. A copy of the profile may be found at [Field Education & Practicum – Harding School of Theology \(hst.edu\)](https://www.hst.edu/field-education-practicum). Please complete this inventory even if you have already done so in previous semesters, as you may have different results to include in this semester's field experience.
- *Spiritual Gifts Analysis*, <https://gifts.churchgrowth.org/spiritual-gifts-survey/> – **Save a .pdf copy.** You will need this to complete the Field Education Agreement. If you have already taken this profile, you must provide a .pdf copy for this semester (HST does not keep these on file).
- *DISC Profile, Concise Version*, <http://www.personalityservice.com/portal/RNBM/store> – **Save a .pdf copy.** The cost is \$12.95 (this may change). You may take any of the more extensive versions that are compared here: <http://www.discpersonalitysource.com/buy-disc-profile/disc-profile-comparison-chart.html>, but you are only required to take the Concise Version for this course. If you have already taken this profile, you must provide a .pdf copy for this semester (*HST does not keep these on file*).

**Step 5** – Use your findings from these inventories along with your own thoughts about the practicum to complete the Field Education Agreement. A Sample-Guide as well as a blank copy may be found at [Field Education & Practicum – Harding School of Theology \(hst.edu\)](https://www.hst.edu/field-education-practicum)

**Step 6** – Send a completed draft of your HST Field Education Agreement to Dr. Laird ([slaird@harding.edu](mailto:slaird@harding.edu)), your faculty coordinator (if not Dr. Laird) and your Local Mentor. **Please do not send an incomplete draft.** Send only drafts that so far as you know are adequate for final approval. A sample is provided at [Field Education & Practicum – Harding School of Theology \(hst.edu\)](https://www.hst.edu/field-education-practicum) to help you refine your agreement. Await final approval from your faculty coordinator.

**Step 7** – Have your Local Mentor complete the HST Field Education Local Mentor Agreement. A blank copy of this form may be found at [Field Education & Practicum – Harding School of Theology \(hst.edu\)](https://www.hst.edu/field-education-practicum). Receive that copy from your mentor and keep it on file. You will submit it during the first week of actual enrollment.

**Step 8** - If everything meets qualifications, Dr. Laird will inform you of acceptance in Field Education for the semester. You will receive an email from him to set up the times of your commencement conversation.

**Step 9** – Once you have received confirmation from Dr. Laird (Step 8), please forward that email to Dr. Steve McLeod, [smcleod@harding.edu](mailto:smcleod@harding.edu), and in the text of that email, make an official request to be registered for Field Education, listing the specific course number. Copy Dr. Laird on this email: [slaird@harding.edu](mailto:slaird@harding.edu).

## **COURSE CALENDAR – Spring 2024**

---

**Duration of practicum period:** Your practicum hours begin on Monday, January 8 and must be completed by Friday, May 3, 2024 (Final Evaluations and final Time-logs/Journals must be posted on Canvas on Friday, April 26, 2024). This is 120 hours for 3-credit students, and 40 hours for 1-credit students, as outlined in your Field Experience Agreement.

**Note:** If Dr. Laird is your faculty coordinator, your conversations/checkpoints will be on Tuesday, January 16, Monday, March 11 or Tuesday, March 12, and Monday, April 29. If you have another faculty coordinator, you must still meet with Dr. Laird on January 16 and April 29 and arrange the other meeting times with your faculty coordinator, which may be more or less frequent. Times noted below are Central Time Zone.

### **Week 01 January 8**

- By Tuesday, January 9, 5:00 p.m. – Post the following documents in the appropriate folder on Canvas (each folder is found in the “Assignments” category): (10 points)
  - Finalized draft of your Field Education Agreement
  - Finalized copy of the HST Field Education Local Mentor Agreement
  - A .pdf of the results of your DISC Profile **and** your Spiritual Gifts Analysis (two separate documents)
- Throughout the week, continue with your practicum activities as outlined in your Field Education Agreement.
- Remember to be meeting with your Local Mentor throughout the semester, to include at least 6 hours of interaction focused on your field education experience.

### **Week 02 January 15**

- Tuesday, January 16 – Commencement conversation with Dr. Laird according to the schedule agreed up on in Step 8 above. You must have this conversation with Dr. Laird even if he is not your faculty coordinator. (10 points)
- Continue with your practicum activities as outlined in your Field Education Agreement.
- Remember to be meeting with your Local Mentor throughout the semester, to include at least 6 hours of interaction focused on your field education experience.

### **Week 03 January 22**

- **Canvas Online Discussion 01** must be posted by Monday, January 22, 5:00 p.m. CST, with responses to the posts of your fellow students entered by Wednesday, January 24, 5:00 p.m. CST. All students must participate, both 3-credit and 1-credit. (4 points) Late posts will cost at least one point to your score.
- Continue with your practicum activities as outlined in your Field Education Agreement.
- Remember to be meeting with your Local Mentor throughout the semester, to include at least 6 hours of interaction focused on your field education experience.

### **Week 04 January 29**

- Continue with your practicum activities as outlined in your Field Education Agreement.
- Remember to be meeting with your Local Mentor throughout the semester, to include at least 6 hours of interaction focused on your field education experience.

### **Week 05 February 5**

- Continue with your practicum activities as outlined in your Field Education Agreement.
- Remember to be meeting with your Local Mentor throughout the semester, to include at least 6 hours of interaction focused on your field education experience.

### **Week 06 February 12**

- **Canvas Online Discussion 02** must be posted by Monday, February 12, 5:00 p.m. CST, with responses to the posts of your fellow students entered by Wednesday, February 14, 5:00 p.m. CST. All students must participate, both 3-credit and 1-credit. (4 points) Late posts will cost at least one point to your score.
- Continue with your practicum activities as outlined in your Field Education Agreement.
- Remember to be meeting with your Local Mentor throughout the semester, to include at least 6 hours of interaction focused on your field education experience.

### **Week 07 February 19**

- Continue with your practicum activities as outlined in your Field Education Agreement.
- Remember to be meeting with your Local Mentor throughout the semester, to include at least 6 hours of interaction focused on your field education experience.

### **Week 08 February 26**

- **Mid-term evaluation, Time-log/Journal** and any Artifacts associated with your field experience to this point must be posted on the appropriate folders on Canvas by Monday, February 26, 5:00 p.m. CST. The folders may be found under “Assignments.” This is a collaboration between the student and the local mentor. Blank forms may be found at [Field Education & Practicum – Harding School of Theology \(hst.edu\)](https://www.hst.edu/field-education-practicum). (25 points)
- Continue with your practicum activities as outlined in your Field Education Agreement.
- Remember to be meeting with your Local Mentor throughout the semester, to include at least 6 hours of interaction focused on your field education experience.

### **Week 09 March 4-8 Spring Break**

#### **Week 10 March 11**

- **Mid-term Checkpoint (phone or Zoom)** with Faculty Coordinator sometime this week to follow up on your Mid-term evaluation and Time log/journal submitted last week. If Dr. Laird is your faculty coordinator, this will be on Monday, March 11 or Tuesday March 12, at the time agreed upon in Step 8 above. If you have another faculty coordinator, please confer with him to arrange a time this week for a report/update on your progress as well. (5 points)
- Continue with your practicum activities as outlined in your Field Education Agreement.
- Remember to be meeting with your Local Mentor throughout the semester, to include at least 6 hours of interaction focused on your field education experience.

#### **Week 11 March 18**

- **Canvas Online Discussion 03** must be posted by Monday, March 18, 5:00 p.m. CST, with responses to the posts of your fellow students entered by Wednesday, March 20, 5:00 p.m. CST. All students must participate, both 3-credit and 1-credit. (4 points) Late posts will cost at least one point to your score.
- Continue with your practicum activities as outlined in your Field Education Agreement.
- Remember to be meeting with your Local Mentor throughout the semester, to include at least 6 hours of interaction focused on your field education experience.

#### **Week 12 March 25**

- Continue with your practicum activities as outlined in your Field Education Agreement.
- Remember to be meeting with your Local Mentor throughout the semester, to include at least 6 hours of interaction focused on your field education experience.

#### **Week 13 April 1**

- **Canvas Online Discussion 04** must be posted by Monday, April 1, 5:00 p.m. CST, with responses to the posts of your fellow students entered by Wednesday, April 3, 5:00 p.m. CST. All students must participate, both 3-credit and 1-credit. (4 points) Late posts will cost at least one point to your score.
- Continue with your practicum activities as outlined in your Field Education Agreement.

- Remember to be meeting with your Local Mentor throughout the semester, to include at least 6 hours of interaction focused on your field education experience.

#### **Week 14 April 8**

- Continue with your practicum activities as outlined in your Field Education Agreement.
- Remember to be meeting with your Local Mentor throughout the semester, to include at least 6 hours of interaction focused on your field education experience.

#### **Week 15 April 15**

- **Canvas Online Discussion 05** must be posted by Monday, April 15, 5:00 p.m. CST, with responses to the posts of your fellow students entered by Wednesday, April 17, 5:00 p.m. CST. All students must participate, both 3-credit and 1-credit. (*4 points*) Late posts will cost at least one point to your score.
- Continue with your practicum activities as outlined in your Field Education Agreement.
- Remember to be meeting with your Local Mentor throughout the semester, to include at least 6 hours of interaction focused on your field education experience.

#### **Week 16 April 22**

- **Final evaluation**, final Time-log/Journal and all remaining Artifacts associated with your field experience to this point must be posted in the appropriate folders on Canvas by Friday, April 26, 5:00 p.m. CST. The folders may be found under “Assignments.” This is a collaboration between the student and the local mentor. Blank forms may be found at [Field Education & Practicum – Harding School of Theology \(hst.edu\)](https://www.hst.edu/field-education-practicum). (*25 points*)

#### **Week 16 April 29**

- **Final Checkpoint (phone or Zoom)** with Dr. Laird is Monday, April 29 at the time agreed upon in Step 8 above. (*5 points*)
- Your grade of S/U will be assigned by the end of this week and will be posted after faculty evaluations.